

CONTRACT PROVIDER TRANSITION TEAM

Workgroup Meeting

April 16, 2013



Contract Providers Transition Team (CPTT)

Meeting Agenda

April 16, 2013
10:00 a.m. – 12:00 p.m.

- ✓ **Welcome and Announcements**
- ✓ **WebEx Instructions**
- ✓ **Trading Partner Agreement**
- ✓ **Integration Update**
- ✓ **Practitioner Enrollment**
- ✓ **IBHIS Rollout**
- ✓ **CPTNP Unit Update**
- ✓ **Open Discussion**

ANNOUNCEMENTS

- California External Quality Review Organization
 - LAC-DMH Review April 29 – 30
 - One session is focused on CPTT
 - Tuesday April 30, 2013 1:30 – 3:30
 - In-person at 695 S. Vermont Rm. 713 or via WebEx
 - RSVP to CPTT@dmh.lacounty.gov
 - For questions contact Karen Bollow (213) 251-6414



TRADING PARTNER AGREEMENT CHANGES

CPTT Workgroup Meeting

April 16, 2013



TRADING PARTNER AGREEMENT

- In preparation for IBHIS, all Legal Entities will be required to enter into a new Trading Partner Agreement (TPA) with DMH and complete certification for EDI to IBHIS
 - The TPA and TPA forms have been revised to reflect IBHIS data exchange and other business requirements

TRADING PARTNER AGREEMENT

- Forms Changes
 - Cosmetic/Layout
 - Language to reflect new processes
- Process Change – Electronic Mechanism
 - Fill out and sign forms
 - Scan forms/upload forms
- Workflow Change
 - See slide “Workflow”

TRADING PARTNER AGREEMENT

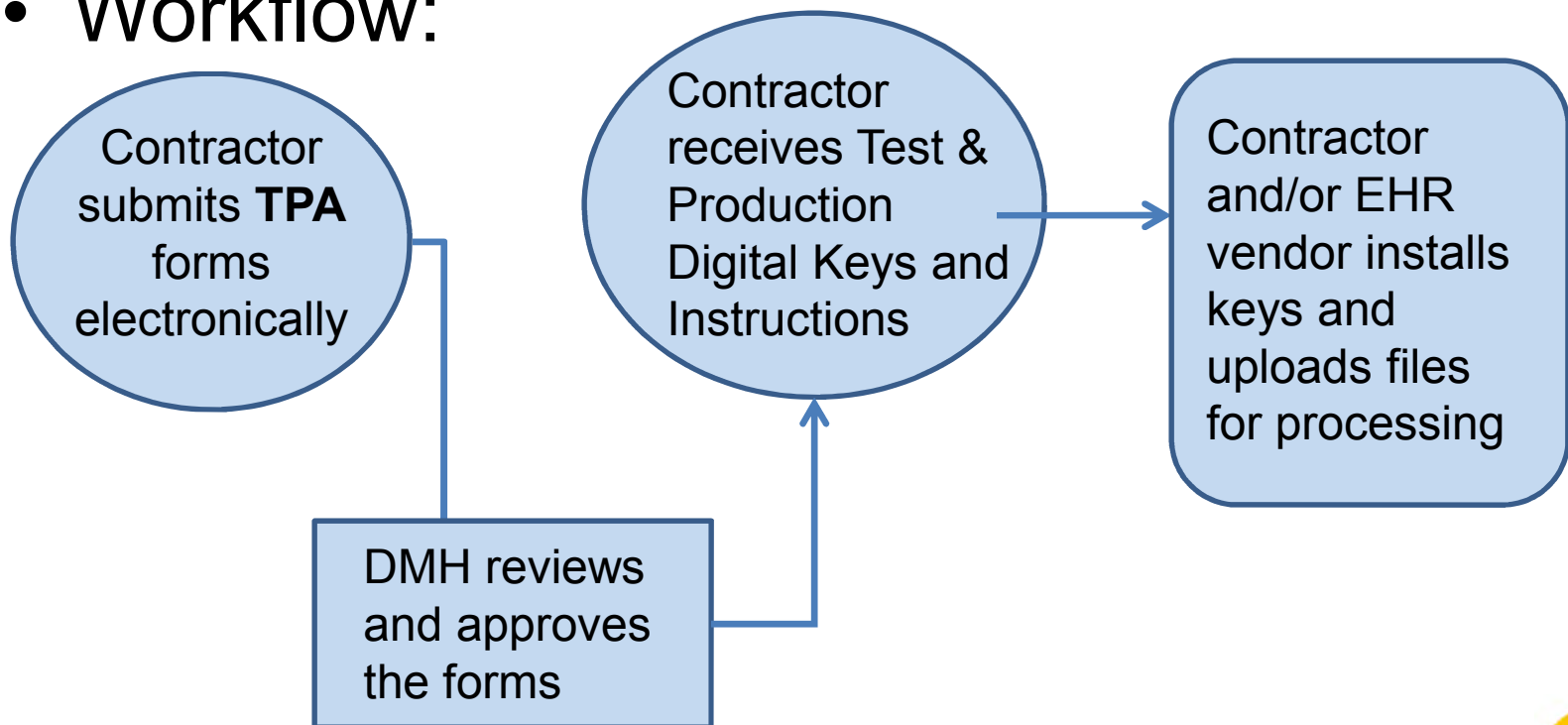
- EDI Agreement Form
 - Addition of new data exchange types (e.g. Web Services; COS)
- Digital Key Certificate Request Form
 - Additional Information

Payee NPI No.	
DUNS No.	DUN and Bradstreet (D&B) number http://fedgov.dnb.com/webform



TRADING PARTNER AGREEMENT WORKFLOW

- Workflow:



TRADING PARTNER AGREEMENT TIMELINE

- Forms will be converted to electronic fillable format by late May
- Upon conversion fillable forms will be posted to a web address to be determined
- CIOB will send an email with the link to the TPA forms

TRADING PARTNER AGREEMENT

Contact Information:

DMH Help Desk

(213) 351-1335

Monday – Friday 7:00 am to 6:00 pm

INTEGRATION UPDATE

CPTT Workgroup Meeting

April 16, 2013

Presentation Outline

- Data Exchanges at IBHIS Go-Live
- Exchange Process Comparison
- Exchange Process Flowchart
- Overview of Web Services
- Timeline

IBHIS DATA EXCHANGES GO-LIVE

- Exchange of Client Information
- Claims and Remittance Advices
- Community Outreach Services

IBHIS DATA EXCHANGES GO-LIVE

- Exchange of Client Information
 - Search for Client
 - Get Client Information
 - Update Client Information
 - Create Client
 - Register Client
 - Deregister Client
 - Client History of Care
 - Other (TBD)

IBHIS DATA EXCHANGES GO-LIVE

- Community Outreach Services: Submit documentation to support invoices for services rendered
 - Provider Information
 - Target Population(s) Reached
 - Duration of Service
 - Number of Participants
 - Funding Source
 - Other (TBD)

IBHIS DATA EXCHANGES GO-LIVE

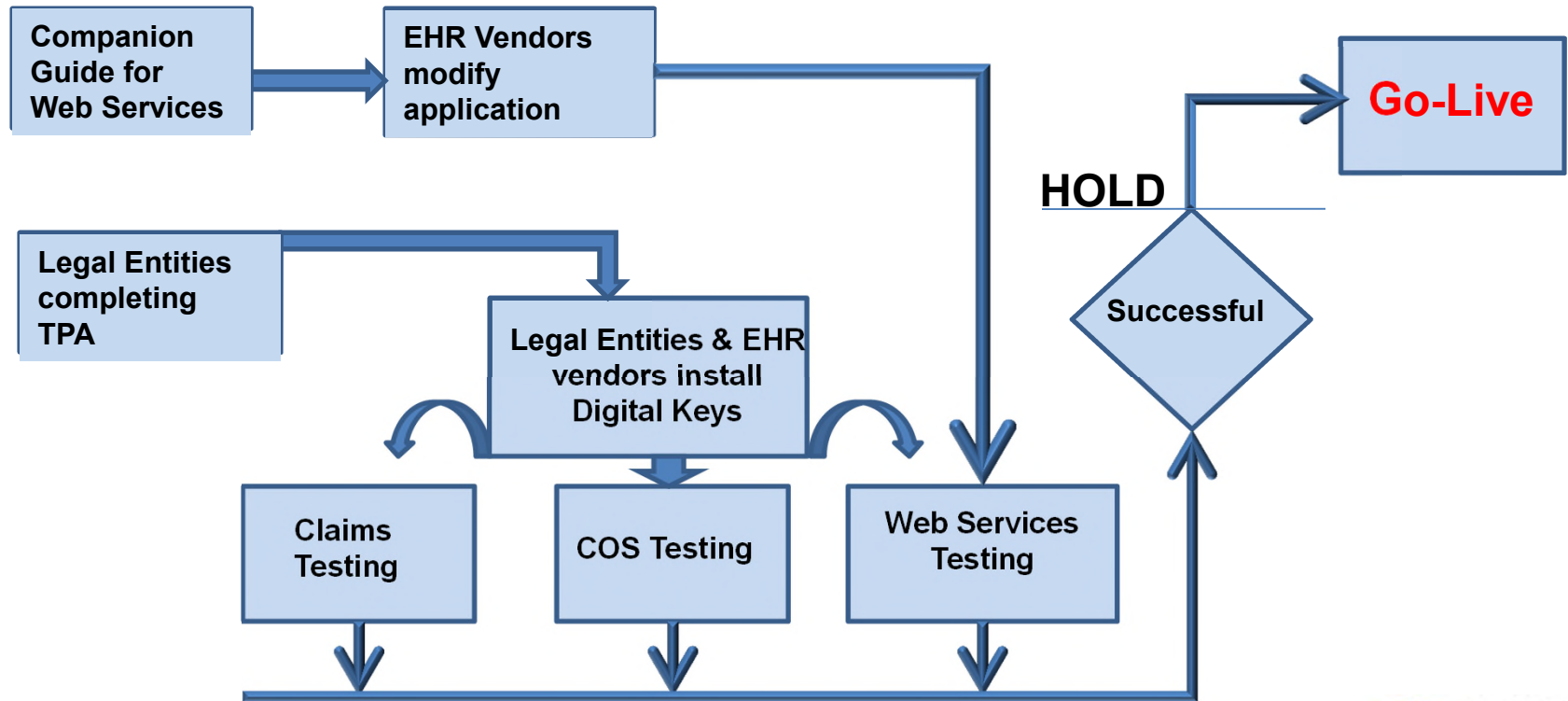
- Claims to provide claims data to payers
- Remittance Advices to provide remittance information to non-DMH billing sources
- Acknowledgement of receipt of claims
 - 837P (Outpatient and Residential Claim)
 - 837I (Inpatient Claim)
 - 835 (Remittance Advice)
 - 277CA (Claims Acknowledgement)
 - 999 (Implementation Acknowledgement)

DATA EXCHANGE PROCESS COMPARISON

Category	Current “IS” Process	Future “IBHIS” Process
Mechanism (EDI)	File Drop	File Drop
File Drop Location (EDI)	Server Folder	“New” Server Folder
Claiming File Layout (EDI)	Same	Slight changes
Client Data	Accessible via “IS” Direct Data Entry	Web Services EDI

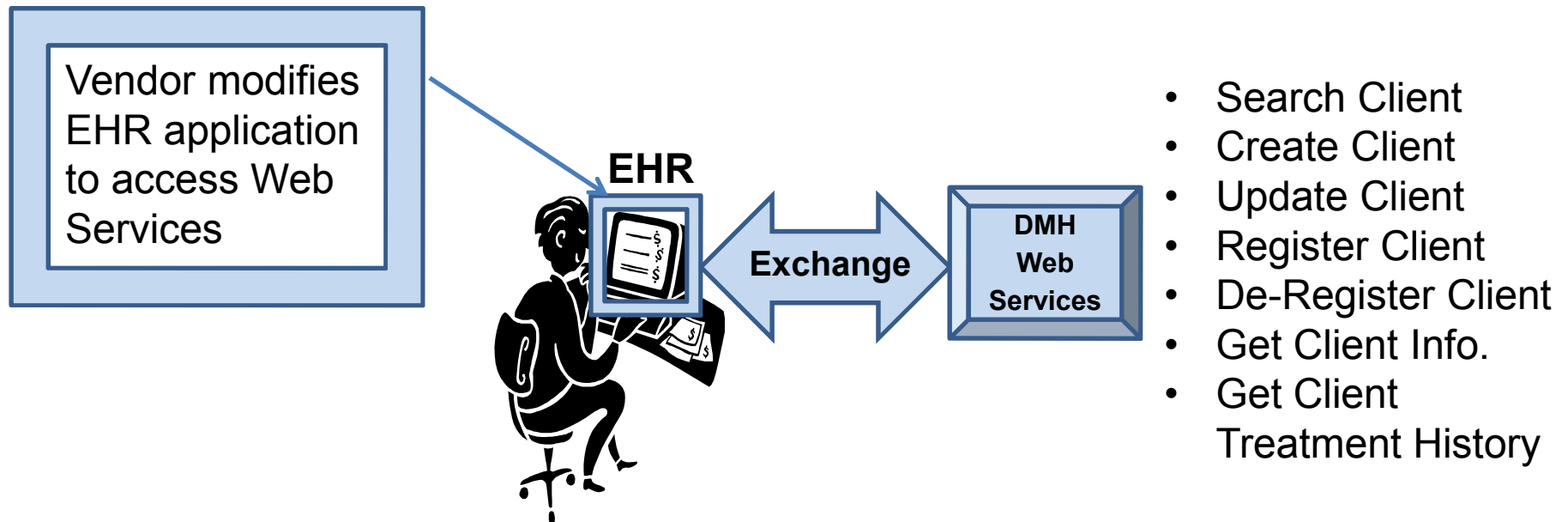
PROCESS FLOWCHART

- Sequence of Events:



WEB SERVICES

- Mechanism to Access Web Services



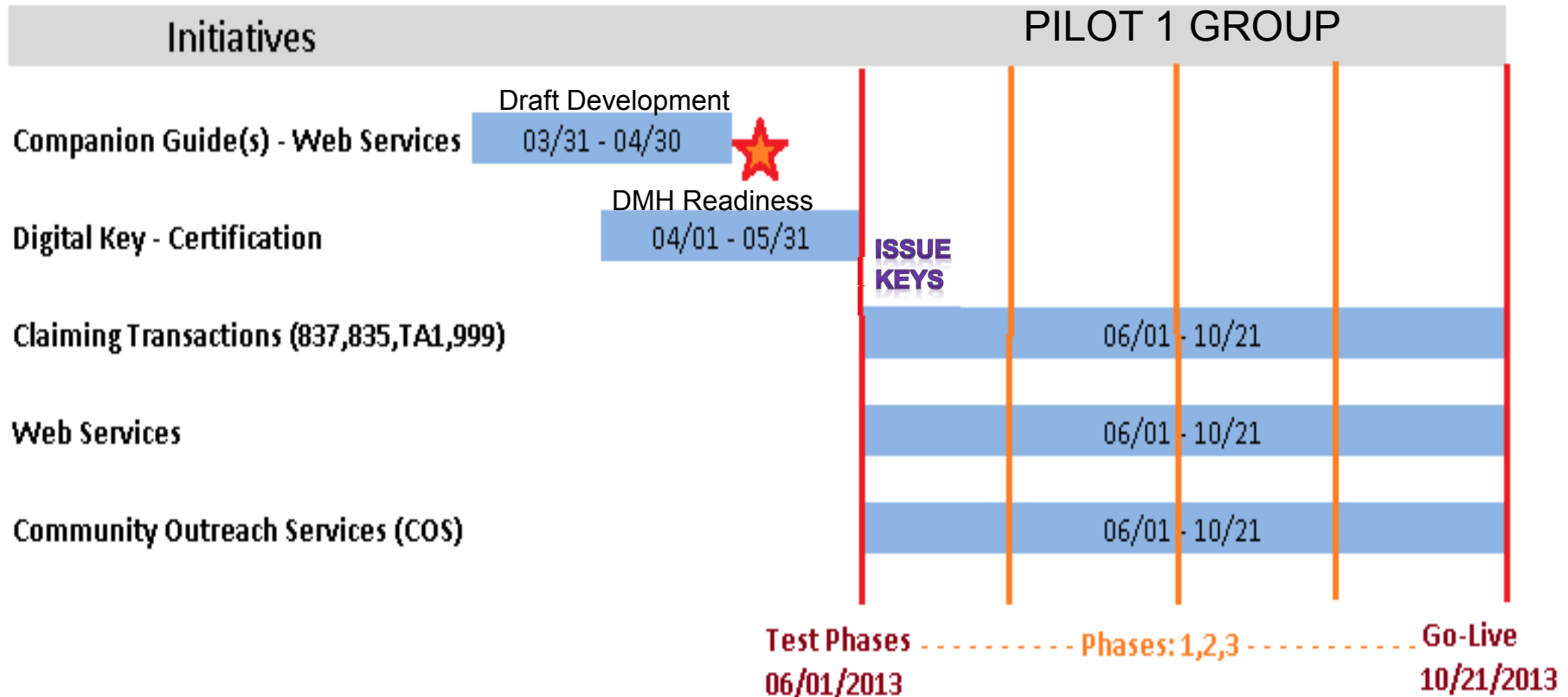
WEB SERVICES

- Sample Reference/Companion Guide for Web Services:

Data Field Name	Description	Input/Output	Type	Min	Max	Repeats	Req.	Value	Rule/Comments
Client Name	The name of the client as Last, First MI	I	AN			0	A		
Gender	The gender of the client	I	DR	1	1	0	A	"F" - Female "M" - Male "U" - Unknown "O" - Other (Avatar)	Note - Transgender is not supported on the current Client Search WEB Service
Admission Date	The date when the client was admitted or pre-admitted	I	FR	10	10	0	A		Format as MM/DD/CCYY where MM is a value from 01 through 12, DD is a value from 01 through 31, CC is either 18, 19 or 20, and YY is a value from 00 through 99. Default available for the current date.
Admission Time	The time when the client was admitted or pre-admitted	I	FR	5	5	0	A		Formatted as HH:MM where HH is a value from 01 through 24 and MM is a value from 00 through 59.
Program	Name of the specific program that the Client is being enrolled under.	I	DR	2	9	0	A	(See dictionary)	Note - 1744 values in the Avatar dictionary as of 3/11.
Type of Admission	The admission category for this client.	I	DR	1	1	0	A	"0" - Pre-Admission "1" - First Admission "2" - Re-Admission "3" - Emergency "4" - Urgent "5" - Elective "6" - Information Not Available	



TIMELINES



IBHIS Practitioner Enrollment

**CPTT Workgroup Meeting
April 16, 2013**



Presentation Outline

- Introduction
- Purpose of Practitioner Enrollment
- Overview of the Practitioner Enrollment Process
- Helpful Hints
- Important Dates
- Who to Contact
- Links
- Questions



Introduction

- DMH developed the Practitioner Enrollment (PE) Application to assist in the conversion of current rendering provider data in the Integrated System (IS) to the required practitioner data in IBHIS
- DMH PE Application includes existing IS rendering provider information and allows for data capture of several new IBHIS practitioner data elements (discipline and category)
- This is a one-time data conversion process



Purpose of Practitioner Enrollment

- All active rendering providers must be converted into practitioners prior to the IBHIS cutover implementation
- Practitioners must exist in IBHIS in order to claim for services
- Business rules are incorporated into the PE Application to help ensure data consistency and quality
- Some practitioner data cleanup may still be required

Overview of the Practitioner Enrollment Process

- Access authorization required (RSA Card and IS Logon ID)
- PE Application pre-populates practitioners from existing IS and the National Plan and Provider Enumeration System (NPPES) data
- One list of practitioners for a Legal Entity – not by service location
- All practitioner data must be reviewed, verified and updated

Overview of the Practitioner Enrollment Process

- Consistency checks are performed on NPI#, NPPES data, discipline, category, name, taxonomy, etc.
- NPPES data or the IS data may need to be updated to resolve discrepancies
- NPPES updates may take up to 30 days to be reflected in the PE Application – status will show “Pending NPPES Validation” until resolved

Overview of the Practitioner Enrollment Process

- Identifies practitioners that may be associated to multiple Legal Entities, Directly Operated sites
- If a practitioner provides services at multiple Legal Entities, both entities must update the practitioner data
- Allows agency to “Not Enroll” a practitioner that is no longer at the agency
- Allows data to be “Saved” for review and exported to an Excel spreadsheet



Helpful Hints

- Data in the PE Application is only used for the IBHIS practitioner conversion
- Still need to update rendering provider data in the IS as you do today
- Changes to practitioners after February 4 are not reflected in the data (additions, terminations, modifications)
- Process will be available to add and update practitioner data prior to IBHIS EDI testing



Helpful Hints

- Practitioners cannot be added – but you must keep track of these types of changes
- Taxonomy must be reimbursable by DMH and consistent with NPPES (Valid taxonomies are listed in the IS Codes Manual)
- NPI number, taxonomy and practitioner name must be correct and consistent with NPPES

Helpful Hints

- New field “discipline” will determine the allowable procedure codes for the practitioner claims
- Practitioner job function, education and experience determine discipline not a job title
- New field “category” will determine if license/certificate is required and will only allow certain taxonomies to be selected

Helpful Hints

- Use the export function to create an Excel spreadsheet of the practitioner data
- Track changes for practitioners via the spreadsheet to ensure consistency with the IS
- Practitioners that are no longer with your Legal Entity or anyone leaving your agency prior to January 2014 (e.g., student interns) must be labeled as “Do Not Enroll”

Helpful Hints

- Always submit rendering provider updates to the IS especially where the data may be incorrect or inconsistent in the PE Application (name changes, taxonomy, NPI#)
- Always be sure to click “Save” following PE Application updates and/or “Completed” once the review is completed
- All practitioners must have a “Completed” status in order to be converted to IBHIS

Important Dates

- PE Application available this week – email notification will be sent to the authorized users
- Materials will be available on the IBHIS EDI Website in the Guides section –
 - Practitioner Enrollment Application Logon Instructions
 - Practitioner Enrollment Application Manual
 - Practitioner Enrollment Step-by-Step Video Guide
- All updates need to be completed by June 30, 2013

Who to Contact

- IS Username/Password issues for PE Application Access – call

CIOB Help Desk (213) 351-1335

- Quality Assurance Issues and clarification of PE Application data elements - call

Quality Assurance – (213) 251-6855

Links

- IBHIS PE Application Materials:

http://lacdmh.lacounty.gov/hipaa/IBHIS_EDI_homepage.htm

- IBHIS PE Application Link:

<https://dmhapps.co.la.ca.us/IBHISPE>

- NPPES Link:

<https://nppes.cms.hhs.gov/NPPESWelcome.do>



Questions



IBHIS ROLLOUT

Legal Entity Contract Providers

CPTT Workgroup Meeting

April 16, 2013



IBHIS PILOT I

- IBHIS Pilot 1 Contract Provider participants were selected in February 2013
- Pilot 1 Kickoff meeting was held on March 13, 2013
- 11 Legal Entities and 3 EHR vendors are participating in Pilot 1

IBHIS PILOT 1

Legal Entity Provider Participants

Community Family Guidance Center

Counseling & Research Associates

Five Acres

Foothill Family Service

Intercommunity Child Guidance Center

McKinley Children's Center

Pacific Lodge Youth Services

Special Service for Groups

Tessie Cleveland Community Services

The Guidance Center

VIP Community Mental Health



IBHIS PILOT 1

EHR Vendor Participants

Clinivate

Exym

Welligent



Pilot 1 Contract Provider and EHRIS Vendor Selection Process

- EHRIS Vendor Selection Criteria:
 - Select a minimum number
 - Chose those serving a substantial majority of Legal Entity Contract Services Providers

Pilot 1 Contract Provider and Vendor Selection Process

- Contract Providers:
 - Use of one of three EHRS vendors selected
 - Long-term EDI Production status
 - Representative mix of:
 - Service Types (Outpatient; FSP; COS; Crisis Res.; etc.)
 - Claim Types (Medi-Cal; Medicare; DMH only; etc.)
 - Claim Method (EDI; EDI & Manual; EDI & DDE)
 - Populations Served (Child; TAY; Adult; Older Adult)



IBHIS TIMELINE

- Pilot 1: October 2013 – February 2014
- Pilot 2: February 2014 – March 2014
 - Each Pilot above will include a mix of:
 - DMH Directly Operated Services
 - Legal Entity Providers
 - Network Providers

IBHIS TIMELINE

- Phased Rollouts: March – May 2014
 - Each Rollout in this period will include a mix of:
 - DMH Directly Operated Services
 - Legal Entity Providers
 - Network Providers

IBHIS TIMELINE

- Final Rollouts: June – August 2014
 - Final Rollouts will include only:
 - DMH Directly Operated Services
 - Network Providers
- All providers participating in a scheduled rollout will Go-Live on the same date

IBHIS TIMELINE

- The number of post-pilot rollouts has not been determined
- The rollout schedule is a work in progress
 - Will be released as soon as possible
 - Will be posted on IBHIS webpage (see handout)

Rollout Contract Provider and Vendor Selection Process

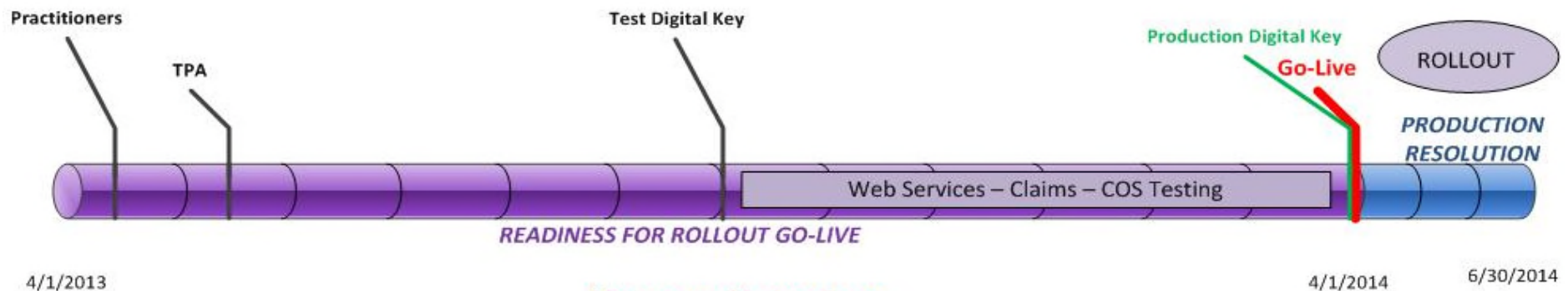
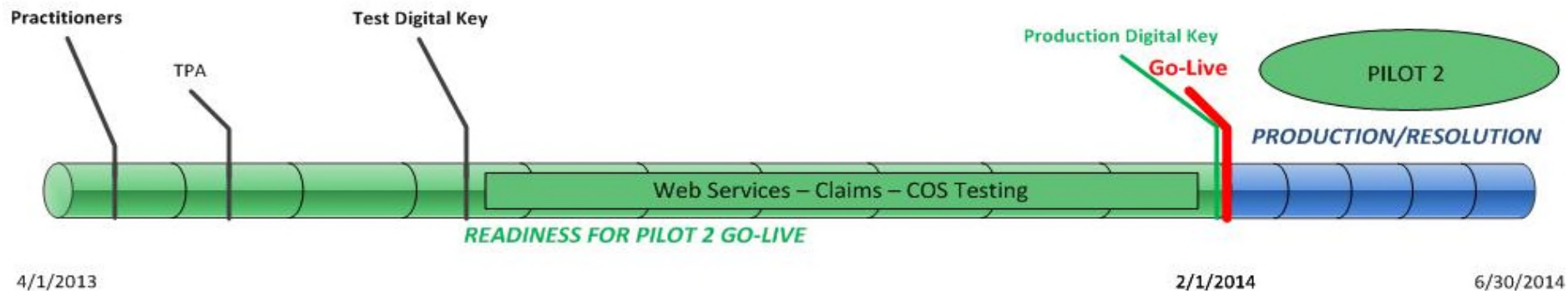
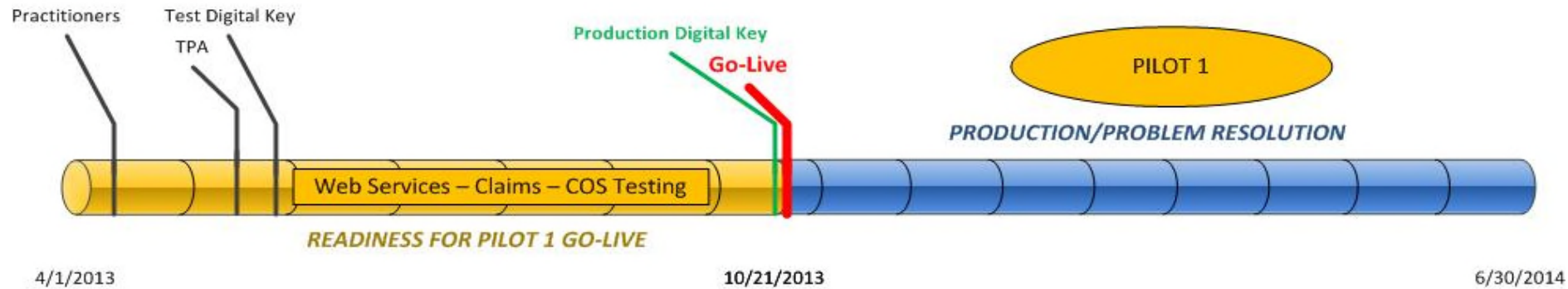
- At each rollout:
 - EHRS vendor will not be a selection factor as it was in Pilot 1
 - Representative mix of Contract Service Providers:
 - Long-term, Mid-term, Short-term IS EDI production status
 - Those who began IS EDI testing, but did not submit production IS claims
 - Those who are new to the EDI testing and certification process



IBHIS TIMELINE

- There are a number of rollout readiness activities that must be completed prior to each Go-Live
 - Practitioner Enrollment
 - Review Companion Guides
 - Dunn and Bradstreet Number
 - LE NPI Number
 - Complete Trading Partner Agreement and Forms
 - Install and Test Digital Keys
 - Claims, COS, and Web Services testing;
- Some readiness activities can begin soon and others will be staged at fixed intervals depending upon the rollout group to which you are assigned

DRAFT ----- IBHIS ROLLOUT TIMELINE ----- DRAFT*



*Dates are subject to change.
Not all Readiness tasks are depicted.

IBHIS TIMELINE

- Providers selected for a rollout that is too early for them, may request a later rollout
- Providers who request an earlier placement in the rollout schedule will be accommodated, if possible
- Providers may contact Gordon Bunch
 - GBunch@dmh.lacounty.gov (213) 251-6413
 - Please wait until the rollout schedule is released

WHAT WILL CHANGE AT GO-LIVE

- Progressive Independence from the IS
 - HIPAA transactions submitted to IBHIS via EDI
 - Claims submitted to the IS will continue to be adjudicated through IS until 12/31/2014 (including void/replace/resubmit)
 - EHR vendor systems will be modified to include Web Services functionality to enable real-time communication with DMH to conduct client search/modify/add functions
 - Community Outreach Services will be submitted to IBHIS via EDI



WHAT WILL CHANGE AT GO-LIVE

- DMH will provide a limited set of essential reports/extracts
- Greater Contractor reliance on reporting functionality available in their EHR systems

IBHIS GO-LIVE: CLAIMING

- At Go-Live, claims to IBHIS will be limited to all claims for services rendered in FY 13-14 not previously claimed to the IS

AND

all claims for services delivered from Go-Live date forward

- New claims for services rendered prior to FY13-14 must be submitted as IS claims by 6/30/2014



CLAIMING: SERVICE LOCATION

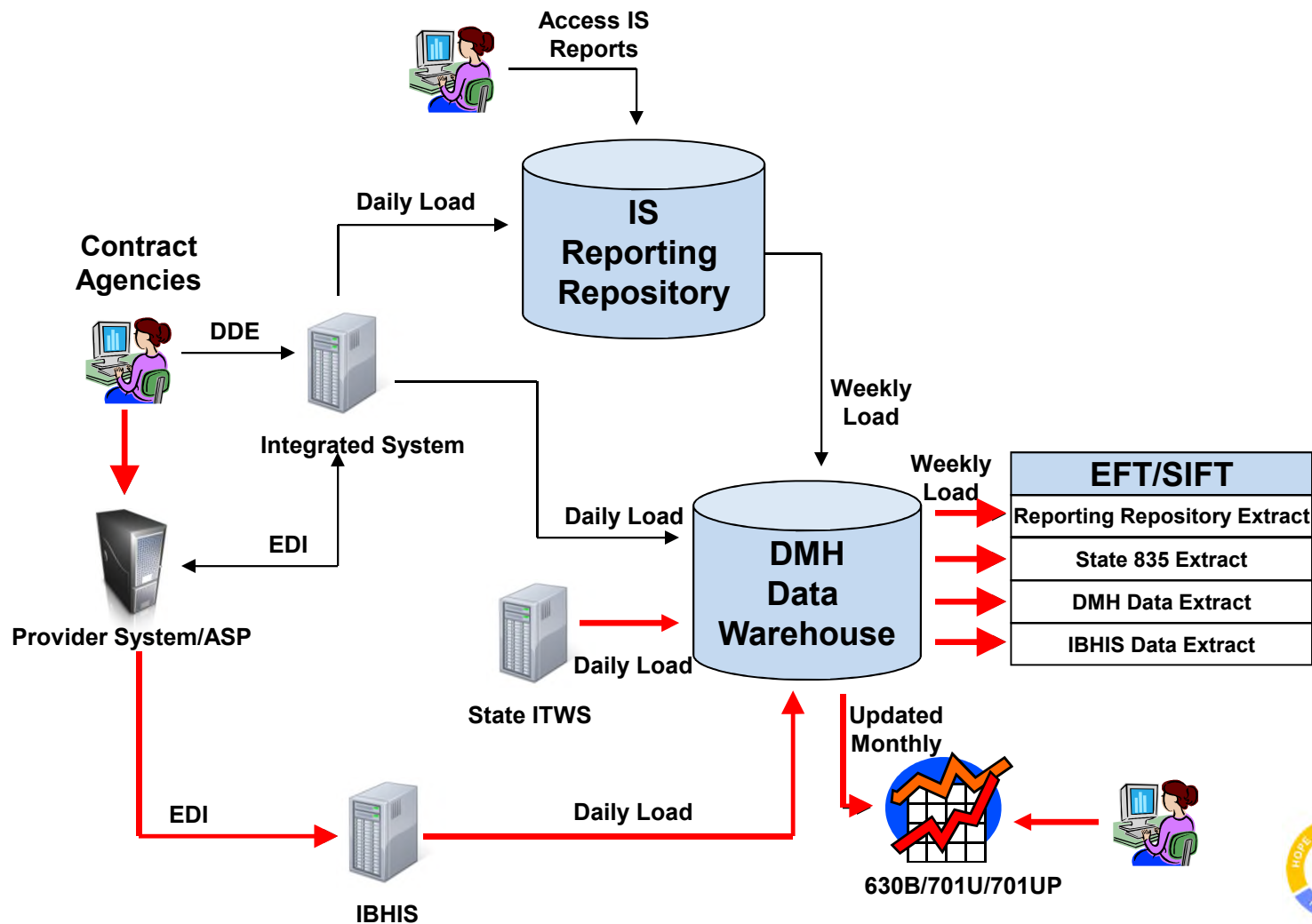
- Upon or shortly after implementation of IBHIS, DMH may require the address of the Service Location if the service was provided at a location other than the Billing Provider's address
- Inform your EHR vendor to inquire whether this change, if it occurs, requires system modifications
- DMH will notify you via e-mail as soon as a decision is made on this issue

REPORTING AFTER ROLLOUT

Each of the reporting resources below will continue to be available after IBHIS Go-Live

- SIFT/EFT
- FinClaimList
- Reports: 630B 701U 701UP

REPORTING AFTER ROLLOUT



COMMUNICATION PLAN

- CPTT Meetings will be used as the primary means of disseminating information to LE Providers
 - WebEx
 - Presentations and Video postings to CPTT webpage
- Release of Companion Guides
- New IBHIS Webpage

COMMUNICATION PLAN

Gordon Bunch

- Any relevant content presented at CPTT Workgroup meetings will be posted to both the IBHIS and CPTT webpages

DISCUSSION



Contract Provider Technological Needs Project Unit: Status Report

As of 4/15/2013

CPTNP Unit: Status Report

• Projects Approved	76
• Projects Completed	7
• Projects Terminated	3
• Funding Agreements Executed	65
• Funding Agreements Pending Execution	4
• Projects Proposals Under Active Review	47